

ASQ 1401
LEADERSHIP COMMITTEE MEETING
Holiday Inn Hotel – Airport
March 13, 2010
8:20 am – 10:50 am

**In attendance: Rudy Kittlitz, Jr., Hector Lugo, Tom Nieman, Lisandra Piper,
Steve Schafer, Rajesh Tahiliani, Jack Vaughn**



Submitted by: Lisandra Piper

ASQ Banners

Mr. Schafer displayed two ASQ banners which will be retained by the Section for future use.

Request for Discount Rate

ASQ members and students attending universities in Mexico requested a discount rate to attend the DOX Workshop. Early registration is \$250 and Regular registration is \$350. Motion made for a one-time offer of reduced attendance fee without publication at \$250 for these 5 or 6 students; amounts must be pre-paid in cash prior to the workshop. Motions made by Jack Vaghn and Rudy Kittlitz, Jr, and unanimous by the committee.

Miscellaneous

- So far, 38 individuals have registered for the DOX Workshop.
- Sunland Park Hotel will provide shuttle service to and from UTEP for the workshop.
- Mr. Tahiliani said the reservations for the rooms at the hotel were finalized.
- Mr. Vaughn cautioned all who will attend the workshop that construction will begin on a “round-about” at the intersection of University and Sun Bowl Dr. The area will be closed for 3 months during construction. The only entrance will be from Mesa St. Mr. Vaughn will post a map on our website indicating construction site.
- Reserved parking vouchers will be issued for parking on Friday; no vouchers needed for Saturday parking for the workshop.
- The food service contract for menu items from Sodexo will need to be approved 2 days prior to the workshop.
- UTEP’s room 319 will hold 70 people. It is located in the College of Business Administration building near the library.
- A reduced rate of \$50 for ASQ Section Leadership Committee members Steve Schafer, Tom Nieman, and Hector Lugo who will be attending the DOX workshop was approved. Motions made by Rudy Kittlitz, Jr. and Jack Vaughn. Any fees above the \$50 per these members which were previously paid will be reimbursed.
- E-mails between Mr. Montgomery and Mr. Nieman should be forwarded to all Leadership Committee members for FYI purposes.
- MiniTab items have arrived. Mr. Tahiliani will verify what items were delivered.
- Notebooks for the DOX Workshop should contain PowerPoint pages for notes, MiniTab CD, card and lanyard, and sponsor names (so far, UTEP, MiniTab, and Care Fusion).
- Mr. Vaughn said he needs a logo for Care Fusion.
- Care Fusion contact person is Arturo Marquez. Because of their sponsorship, motion made to allow them 2 free attendees. Motions made by Rudy Kittlitz, Jr. and Hector Lugo, and unanimous by the committee.
- Door prizes will be one of 3 books purchased by Mr. Vaughn (to be done by drawing of business cards). Motions to purchase 3 books made by Rudy Kittlitz, Jr. and Jack Vaughn.

- Mr. Vaughn will purchase and print certificates for the workshop attendees. Perhaps Mr. Montgomery could sign them. They are good for a 1.6 RU credit.
- Ms. Piper will purchase a UTEP sweatshirt and ball cap as a gift for Mr. Montgomery. Motions for cost not to exceed \$100 made by Jack Vaughn and Hector Lugo.
- Parking vouchers, maps and registration desk volunteers for Friday morning have been taken care of.
- Mr. Schafer will prepare a brief introduction speech for Mr. Montgomery. Will get information from his biography.
- Mr. Vaughn will purchase and prepare table cards, 70 name tags, 60 notebooks, and certificates.
- Mr. Nieman will ask Mr. Montgomery if he is available to speak on other topics in his expertise.
- Sun Country Science Fair prizes will be forwarded to Joe Lissberger to mail to winners.
- Plans for a possible workshop on healthcare, FDA cosmetics, bio medical, or medical devices for 2011-2012 should begin very soon.
- Mr. Kittlitz prepared a draft for Section 1401 Policies and Procedures to prevent confusion on business decisions..

ASQ New Rule

Elected positions for ASQ Sections must be reported by May 15 of each year effective 2010-2011. Please see e-mail from Bertha Chavez for details.

Dinner with Douglas Montgomery

The welcoming dinner with Mr. Montgomery will be held at the Sunland Park Holiday Inn on Thursday, March 25, 2010, at 6:30 p.m. ASQ will pick up the tab for all Leadership Committee members. An after workshop dinner on Saturday, March 27, 2010 was postponed until we have a chance to check with Mr. Montgomery's schedule.

CQA Training

To be presented by Hector Lugo at Northwire on March 27, 2010.

Next Meeting

Scheduled for April 17, 2010 at 8:00 a.m. at the Holiday Inn Hotel – Airport. Topics for discussion are to review the DOX Workshop and begin planning for next year's conference.

Adjournment